



City of Berkeley

Accounting Office Specialist III

Salary: \$30.62 - \$33.42 Hourly

Final Filing Date: April 25, 2016, 5:00 p.m.

The City of Berkeley is currently accepting applications for a part-time, benefited Accounting Office Specialist III. The current opening with the Auditor's Office is responsible for payroll auditing and other payroll-related activities including but not limited to:

- Performing payroll audit of approximately 200 employees in various departments; ensuring employees are paid in accordance with FLSA, M.O.U.'s, State and Personnel Rules & Regulations; printing checks;
- Managing employees' wage garnishments and remittance to various agencies; tracking all garnishment activities and calculating withholdings amounts; responding to all inquiries from employees or government agencies regarding wage garnishments;
- Reviewing and calculating employees' SDI and worker's compensation benefits; processing pay and leave adjustments in a timely manner;
- Assisting employees with payroll questions via phone and in person; and providing copies of W-2's and/or similar documents on request; and
- Performs other duties as assigned.

**Incumbent will work 40 hours every other week (approx. 80 hours per month.)*

To qualify, you must possess the ***equivalent to graduation from high school and three (3) years of accounting office support experience***. College level accounting coursework may be substituted for required experience, on the basis of twelve (12) semester or sixteen (16) quarter units for one year of experience.

College level courses in accounting and budgeting and internal certificates of competencies in accounting, labor distribution and accounting software, which are related to assignments, are highly desirable. For positions assigned to the centralized citywide payroll function, proficiency in payroll must be demonstrated.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to fill positions throughout the year.

To apply and for more information about this opening, please visit our website at <http://agency.governmentjobs.com/berkeley>, no later than Monday, April 25 at 5:00 p.m. (PST).